

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120065-3

DDS/OL/SD 16

PREPARE IN DUPLICATE

XXXXXXXXXXXX

1. TITLE OF REPORT (if a fill-in report include Form No.)

Project Status Report2. TYPE OF REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL
☐ LOGISTICS
☐ MEDICAL
☐ TRAINING
☐ SECURITY
☐ FINANCEADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Weekly

6. DISTRIBUTION (No. of components not number of copies)

One

7. FORMAT (memorandum, form computer print-out, etc)
Memorandum

8. ADP PROCESSING

☐ YES
☒ NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Verbal Request D/OL

10. PREPARING COMPONENT (include lowest level contributing information to report)

Follow-up and Expediting Section

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-7	4.28	12		51.36	52		2,670.72

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

2,670.72

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report started January 1970

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS
☐ CHANGE
☒ DISCONTINUE
☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS
624
DOLLARS
2,670.72

16. DATE OF INVENTORY

5 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Chief, CCDB/SD/OL

18. EXTENSION

STAT

FORM 9-70 142

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